



Guidelines & SOPs COVID-19



The opening of Earlyon
is primarily to support
parents.



Earlyon follows COVID - 19 safety guidelines as advised by World Health Organization and Ministry of Health and Family Welfare, India. These guidelines are subject to change from time to time

Parents shall sign a consent form that they understand that Earlyon is taking all kind of safety measures to keep the environment safe for children. However, Earlyon shall not be held responsible for any untoward event due to COVID-19.

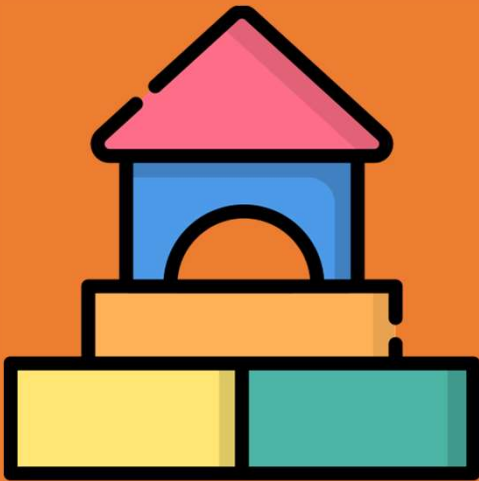




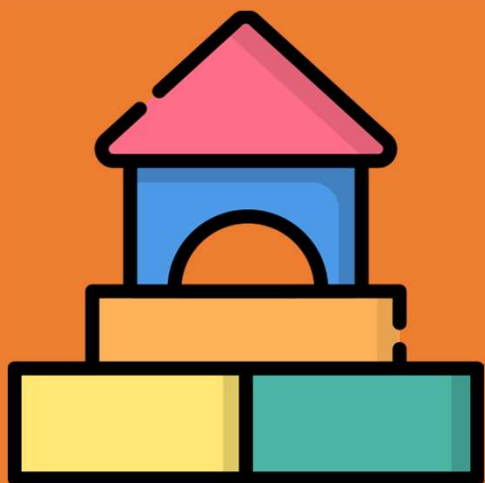
SOPs followed at Earlyon



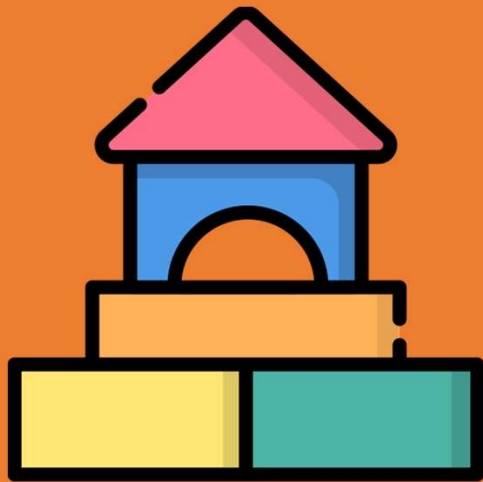
Premises



- The premises of Earlyon are kept clean and safe as per the guidelines at all times.
- Classrooms, bathrooms, kitchen, office and other common spaces shall be cleaned twice a day.

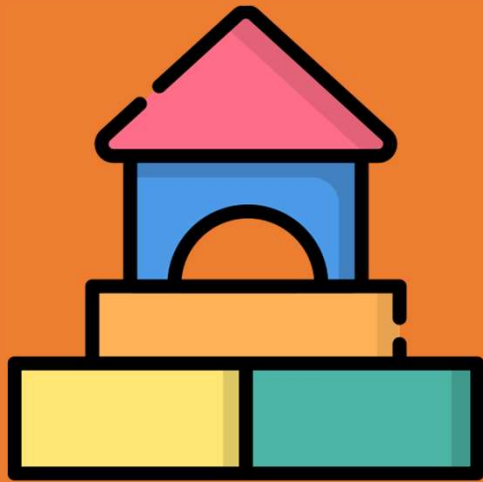


- Cleaning and disinfecting surfaces and objects as follows:
 - Frequently touched surfaces include doorknobs / handles, light switches, tables, chairs / stools, handrails, sink taps, countertops, etc.
 - Frequently touched objects include toys, learning equipment / apparatus, stationeries, toy basket
- Sufficient supply of soap, water and hand sanitizers should be easily available within reach for all.
- Handwashing steps to be displayed at sinks and to be taught to everyone.



- Frequency of body temperature taking for all staff and students:
 - Half-day programme: 2x /day - at arrival and dismissal
 - Full-day programme: 3x /day - at arrival, afternoon (lunch/nap), dismissal.

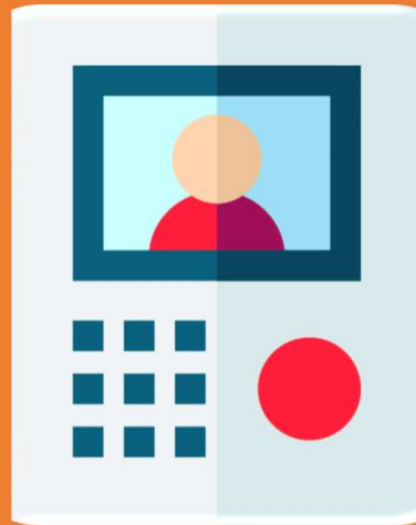
*Average temperature for fever:
37.5°C (or 99.5 °F) and above*



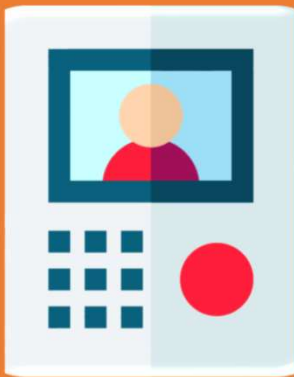
- In case of any confirmed positive case of COVID-19 at Earlyon, the premises shall be closed immediately.
- Disinfection process shall be carried out according to the guidelines set by the authorities and center shall resume its operation
- Parents shall be informed accordingly.

Travel to Work

- All staff are expected to take necessary precautionary measures while at home and when travelling to work.
- Those travelling via public transport are expected to be masked, maintain good personal hygiene and social distancing while travelling to work.
- Any staff who is unwell or manifest symptoms of a cold / influenza is expected to stay at home.
- Those travelling in cars with others, must wear mask and maintain good hygiene.



Visitors



- Unauthorized persons are not permitted to enter the premises.
- Non-essential visits from parents and contract workers are prohibited.
- Anyone entering the premises of Earlyon will have their temperature taken.
- Earlyon has “No Mask No Entry Policy”
- Before entering the building, everyone must sanitize hands.



- Authorized parents must be accompanied by a staff member.
- Pre-authorized persons may enter only after their temperature has been taken
- Earlyon tour allowed only by prior appointment and at a time outside regular hours.



Staff



- Staff arriving at Earlyon will have their temperatures taken before being allowed into the premises.
- Staff will be required to always wear masks.
- The allowed number of staff in the pantry is limited to 2 persons at any given time while maintaining 1- meter distancing from each other.
- No shaking hands, hugging, high-fives or touching another person.



Parents



- Parents should send clean and fresh face mask (2 pieces – 1 to be worn & 1 in the bag) on daily basis.
- Parents should not send any sanitizer with children
- Any type of toys from home are not allowed.
- All children must always have minimum of one change of clothes in the bag.
- A disposable bag is to be included in the school bag for soiled clothes.



- Any child who is unwell with fever or flu-like symptoms (runny nose, cough, sore throat, shortness of breath), must stay home and rest, and only return when they have recovered fully.
- Earlyon reserves the right to refuse entry or send home any child who manifest flu-like symptoms



- Parents **MUST** inform the school immediately if they or their child has had close contact with a COVID-19 positive person
- Children who have been in contact with parents or caregivers who have travelled overseas **MUST** observe the 7 days quarantine



Children



- It is not mandatory for children below 5 years to wear mask as per the WHO guidelines.
- However, children are encouraged to wear mask.
- Handwashing steps to be displayed at sink and to be taught to the children.
- Children must be reminded to sneeze and cough into the elbow or tissue (with proper disposal).
- Children must be regularly reminded to dispose dirty tissue or wipes into covered bins.



- Children will be taught “social distancing” and personal hygiene (including not touching others especially on the face).
- Parents are also requested to remind them of the same.



- If any child is unwell while at Earlyon, he / she must be separated from other children to the isolation room / area.
- Parents will be informed immediately to take the child home / for medical treatment (within an hour of being informed).
- No medication (unless allergy medication) will be administered to any child






- Parents who arrive before our official operating hours (9:00 am) must ring the bell and wait till a teacher comes out.
- Parents are not permitted to walk into the school.
- Teachers will be there at the gate to greet and welcome your child in.
- Kindly move your vehicle as soon as your child has been given the temperature check clearance to enable the next car to move forward.



- Parents are advised to inform school well in advance in case of delay and provide estimated time of late arrival to make necessary arrangements.
- Parents must practice social distancing.
- Parents are not allowed to come near the driveway.





Pick up timings for Preschool Program will be as follows:

Young Toddlers:

12:00 noon - 12:15pm.

Toddlers:

12:15pm - 12:30pm.

Preschoolers:


12:30pm - 12:45pm

Pick up timings for Daycare Program will be strictly as follows:

Extended Daycare:
3:30 p.m.

Full and After School Daycare:
7:00 p.m.

****Any delay will incur a late fee of Rs. 350/hr***



We seek parents support to
ensure all guidelines are
followed for the safety and
wellbeing of our children,
staff and everyone associated
to us.

Thanks!